

HHMI Vice President & Executive Director, Janelia Research Campus

The Howard Hughes Medical Institute (HHMI) is an independent philanthropy that encourages transformative, high-impact science through support of biomedical scientists and educators. HHMI scientists pursue research at 60 universities, hospitals, and other research institutions across the United States. In 2006, HHMI founded the Janelia Research Campus in Ashburn, Virginia as its first stand-alone research facility. Home to nearly 500 scientists from around the world, Janelia is an intellectual hub for collaborative, cutting-edge science.

Janelia's defining feature is a "small labs, big science" approach to solving important scientific problems and catalyzing research that can then be carried forward by academic, nonprofit, and industry researchers worldwide. Janelia supports up to 3 designated research areas, each operating for 15 years, along with ongoing tool development and theory teams that don't turn over with regular cadence. The research areas and tool development and theory teams consist of small, independent labs who collaborate with each other to overcome the barriers that limit biological inquiry. This model, combined with an unparalleled scientific support structure and emphasis on hiring early-career scientists, makes Janelia a unique and productive research environment. Janelia scientists have developed new tools used world-wide and made biological discoveries at the forefront of neuroscience and cell biology.

Opportunity: Vice President & Executive Director, Janelia Research Campus

The Executive Director ("the Director") holds the primary leadership role at Janelia. A leader of both people and ideas, the Director plays an overarching strategic role, providing direction, removing obstacles, and creating new and better ways for Janelia to succeed. The Director maintains and develops Janelia's culture, fosters an ethos and passion for excellent science through collaboration, and cultivates a sense of purpose and responsibility among all at Janelia.

The Director serves as a Vice President of HHMI and a member of the Institute's senior leadership team. As such, this role contributes to and executes Institute-wide strategy to advance HHMI science and operations. The Director reports to HHMI's President and, working closely with the President, seeks counsel from the Board of Trustees and HHMI advisory boards about significant strategic decisions at Janelia.

The successful candidate for this role has broad scientific expertise in the life sciences and demonstrated leadership experience. This candidate has a reputation for thinking inclusively and placing a high priority on recruiting and developing scientists from different backgrounds. If the successful candidate has an active research laboratory, it can be maintained if moved to Janelia.

Janelia's Research

The Director is critical to Janelia's research success. With vision and leadership, founding Director Gerry Rubin put Janelia on the research map by creating a unique culture and

successful research program. The new Director will have a role designed to advance Janelia today. He/she will oversee newly appointed Program Heads who lead the research area in Mechanistic Cognitive Neuroscience, as well as Molecular Tools and Imaging, and Computation and Theory (see below). The Director will participate in the selection of an additional research area, through an open competition that begins in 2018. In addition, the Director manages senior leadership responsible for Scientific Programs, Scientific Operations and Projects, and Administrative Operations. The Director is responsible for managing Janelia's budget. This role brings cohesive strategic vision to Janelia's efforts and deepens Janelia's contribution to the scientific community.

Research Area: Mechanistic Cognitive Neuroscience

Cognition has long been studied at the level of behavior and neural dynamics in primates, and this work has generated important models of underlying computational mechanisms. By necessity, most of these models have been at the level of interactions between large brain regions. Today, Janelia's Mechanistic Cognitive Neuroscience research area, led by Senior Group Leader Vivek Jayaraman, is working to reveal a mechanistic understanding of how cognitive processes and behavior are implemented at the level of neural circuits, cells, and molecules.

Molecular Tools and Imaging

Janelia's tool-builders are independent experts in a range of physical, chemical, and biological disciplines who develop creative solutions for problems in biology. As Janelia moves into new research areas, labs in Molecular Tools and Imaging, led by Senior Group Leader Luke Lavis, continue to invent novel reagents and technologies that push the boundaries of biological discovery.

Computation and Theory

Janelia's Computation and Theory labs are developing novel algorithms, models, and theory to guide experiments and extract insights from the cutting-edge data collected at Janelia. Led by Senior Group Leader Kristin Branson, they perform independent research in computer science, computational biology, and mathematics, and collaborate with Janelia's biologists and tool-builders to find new ways to accelerate discovery and transform observations into understanding.

For more information, please contact DirectorSearch@hhmi.org.

HHMI Vice President & Executive Director, Janelia Research Campus

Job Description

Summary: Serves as HHMI's Vice President and Executive Director, Janelia Research Campus and as a member of HHMI's senior leadership team. Provides leadership, management, and vision in order to accomplish the stated mission of HHMI's Janelia Research Campus, which is to provide an environment that facilitates innovative, collaborative, interdisciplinary research that emphasizes the use of advanced technologies to create new tools for biomedical research and disseminate them throughout the scientific community. Establishes and maintains a culture at Janelia that is diverse and inclusive, and values commitment, collaboration, integrity, and continuous improvement.

Essential Duties and Responsibilities:

- Serve as partner to the President and other HHMI leaders in strategic, programmatic, and operational decision-making. Proactively provide advice and recommendations to the President and other members of HHMI management on issues relating to Janelia's strategy and programs.
- Provide leadership, management, and vision for Janelia. Develop and implement goals and objectives for Janelia in support of HHMI's mission and strategic priorities.
- Proactively anticipate and respond to changes in the scientific research environment that could impact HHMI's strategy and goals for Janelia.
- Provide the President and Board of Trustees with timely, accurate, and incisive reports on Janelia's strategy, programs, and operations.
- Motivate and lead a high-performing staff with responsibility for Janelia's scientific programs and operations. Attract, recruit, and retain key leaders as needed.
- Establish and maintain a culture at Janelia that values diversity and inclusion, commitment, collaboration, integrity, and continuous improvement. Mentor and support Janelia staff in carrying out their work in a creative, effective, and professional manner and in productive collaboration with other departments and teams with which they interact.
- Responsible for maintaining an institutional culture that promotes innovative, collaborative and interdisciplinary research and one that demands scientific excellence.
- Manage, mentor and lead Heads of all Janelia Scientific Programs and provide additional mentoring to Janelia Group Leaders.

- Manage senior leadership for Janelia Research Campus, including the Senior Directors for Scientific Programs, Scientific Operations and Projects, and Administrative Operations and Facilities.
- Manage Janelia's overall budget. Determine the distribution of budgeted funds reserved for capital equipment, space retrofit and unanticipated scientific opportunities.
- Guide the overall scientific direction for the selection and budget allocations for Project Teams.
- Appoint and chair the Janelia Advisory Committee.
- Other duties and responsibilities as assigned by the President or the Trustees.

Qualifications:

Education/Experience:

- Passion for and commitment to the work and mission of HHMI.
- MD or PhD (or equivalent) degree in a scientific field relevant to biomedical research is required. Must be an established and prominent scientist (of a standing equivalent to membership in the National Academy of Sciences).
- Experience in research leadership is required, preferably in an organization dedicated to excellence in scientific research and education.
- Extensive knowledge of life sciences, scientific research operations, research trends, and current state of US academic research.
- Experience demonstrating exceptional interpersonal, organizational, and leadership skills.
- Proven record for mentoring young scientists.

Skills and Abilities:

- Strong leadership skills and ability to set vision, lead change, and motivate and mentor others.
- Intellectual curiosity and keen problem-solving skills. Ability to work effectively and positively with others, encouraging open discussion of ideas, opinions, and differing approaches. Ability to resolve conflicts effectively and fairly.
- The highest ethical standards, with a demonstrated understanding of scientific and personal misconduct policies and procedures. Demonstrated commitment to providing

a safe and respectful work environment for all employees, in keeping with equal employment opportunities and HHMI standards of conduct.

- Excellent written and oral communication skills. Able to communicate effectively with a range of audiences, in diverse settings. Able to translate complex scientific issues for a lay audience.

Residence Requirements:

Required to live on the Janelia campus in Ashburn, Virginia, in the designated Director's residence.

Physical Requirements:

While performing the duties of this position, the employee will work in an office setting and will travel to attend meetings and conferences and make presentations. The employee must be able to operate computers and related office equipment. The ability to communicate and exchange information with others is required. Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Requests for reasonable accommodation will be evaluated on an individual basis.

Please Note:

This job description sets forth the job's principal duties, responsibilities, and requirements; it should not be construed as an exhaustive statement, however. Unless they begin with the word "may," the Essential Duties and Responsibilities described above are "essential functions" of the job, as defined by the Americans with Disabilities Act.

HHMI is an Equal Opportunity Employer.